



MY TIMESHEET

FIO-06 | BUSINESS PROCESS PROCEDURE

FIO

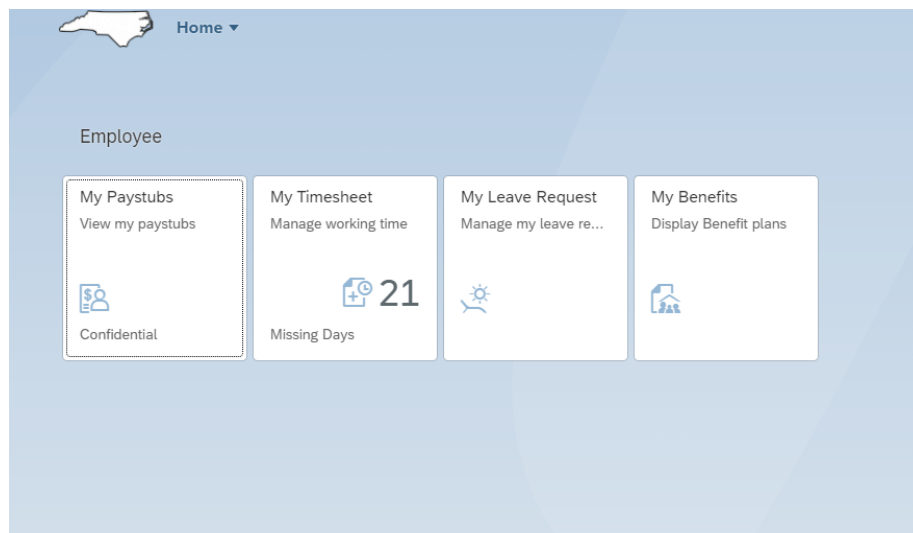
The purpose of this Business Process Procedure is to explain how to enter time using the Fiori “My Timesheet” application.

Steps for accessing “My Timesheet”

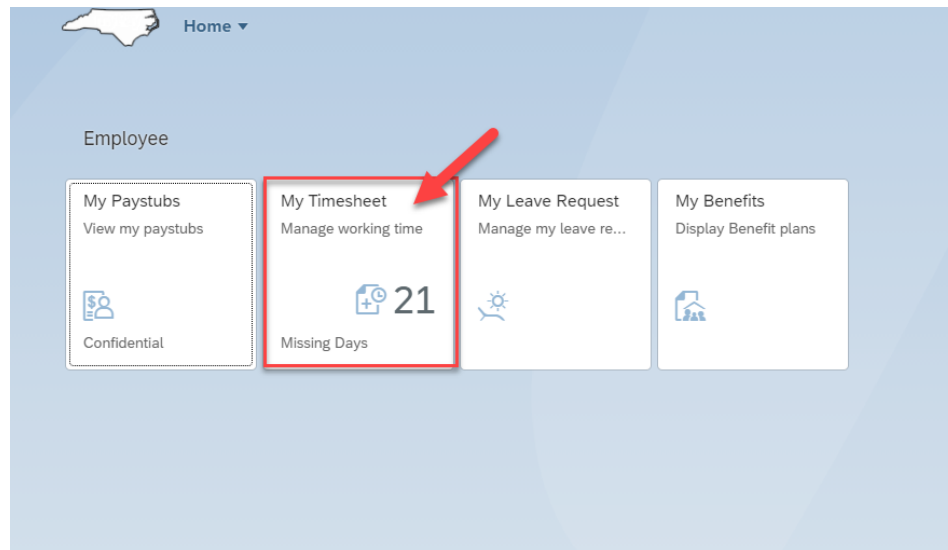
There are basically 3 ways to enter time in Fiori using the My Timesheet application.

1. By selecting Free Form in the Select Assignment field
2. By using the Admin Import feature to upload a list of Assignments that will be an option in the Select Assignment field
3. By creating an Assignment Group, or template.

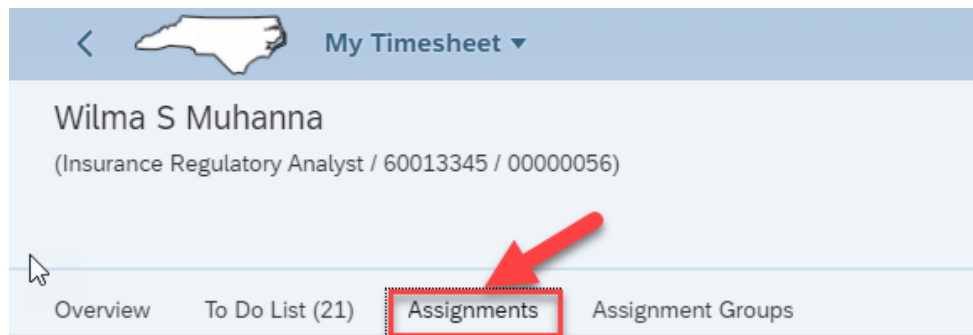
1. We are logged in as “Wilma.” This employee has no shift premiums or Charge Objects.



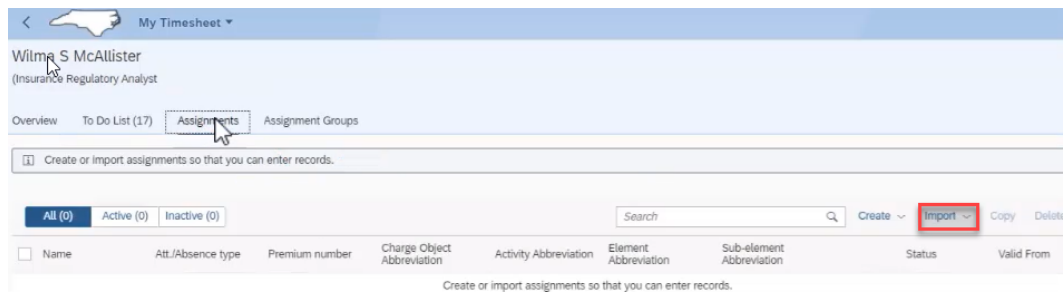
2. Click on “My Timesheet.”



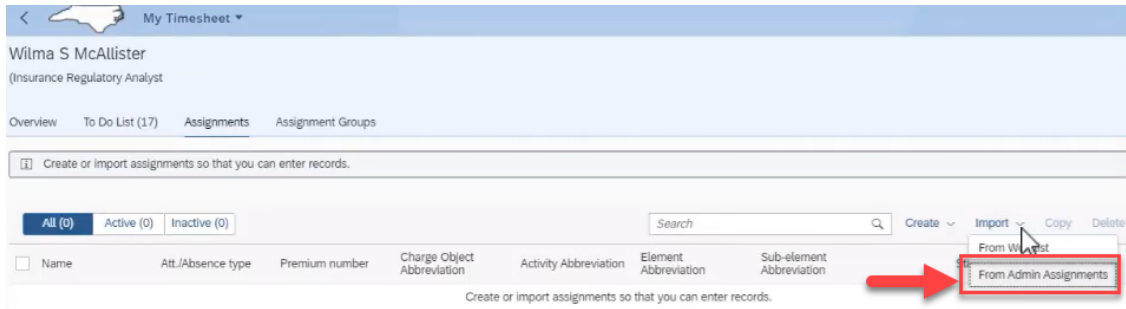
3. All Time entry is completed within Overview. Click on **“Assignment.”**



4. **“Assignments”** are like templates and easy to set up. Employees like Wilma with no **“Shift Premiums”** or **“Charge Objects”** can use the admin upload Tool.



5. Click on **“Import”** then click on **“Admin Assignment.”**



The screenshot shows the 'My Timesheet' interface for Wilma S McAllister, an Insurance Regulatory Analyst. The 'Assignments' tab is selected. The interface includes a search bar, a 'Create' button, and an 'Import' button. The 'Import' button is highlighted with a red box, and a red arrow points to it. The 'Import' dropdown menu is open, showing two options: 'From Worksheet' and 'From Admin Assignments'. The 'From Admin Assignments' option is highlighted with a red box.

| Name | Att./Absence type | Premium number | Charge Object Abbreviation | Activity Abbreviation | Element Abbreviation | Sub-element Abbreviation |
|---|-------------------|----------------|----------------------------|-----------------------|----------------------|--------------------------|
| Create or import assignments so that you can enter records. | | | | | | |

6. At **"Name"** click the check box to select All Attendance/Absence (Att./Abs) types or select them individually. We will select All, but de-select **"9239 Parental Lv (4 Weeks)."** Then click on **"Import."**

Import Admin Assignments

Select assignments in the list for import.

| <input checked="" type="checkbox"/> | Name | Att./Absence type | Premium number | Charge Object Abbreviation | Activity Abbreviation | Status | Valid From | Valid To |
|-------------------------------------|--------------------------------|---------------------------|----------------|----------------------------|-----------------------|--------|------------|------------|
| <input checked="" type="checkbox"/> | 9000 Approved Leave | Approved Leave | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9100 Bonus Leave | Bonus Leave | | | | Active | 2015-09-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9128 CDE Comp Leave | CDE Comp Leave | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9200 Sick Leave | Sick Leave | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9238 Parental Lv (8 wks) | Parental Lv (8 wks) | | | | Active | 2019-09-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9239 Parental Lv (4 wks) | Parental Lv (4 wks) | | | | Active | 2019-09-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9300 Holiday Leave | Holiday Leave | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9400 LWOP/Time Not Worked | Leave without Pay | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9500 Time Worked | Time Worked | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9510 Additional Time Worked | Additional Time Worked | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9511 Remote Callback | Remote Call Back | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9512 Liability Leave Makeup | Liability Leave Make-up | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9513 CDE 1.50 Worked | CDE 1.50 Worked | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9514 Work during Emerg Closing | Work during Emerg Closing | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9515 Travel Time 1X | Travel Time 1X | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9516 Callback | Callback | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9517 On-Call | On-Call | | | | Active | 1990-01-01 | 9999-12-31 |
| <input checked="" type="checkbox"/> | 9518 CDE 1.25 Worked | CDE 1.25 Worked | | | | Active | 1990-01-01 | 9999-12-31 |

Import Cancel

7. The Attendance/Absence (Att./Abs) types selected from Admin import are now available as an assignment selection. Click **"Overview"** to go to the Overview tab.

My Timesheet ▼

Jimmy M Moyette III
(Facilities Maintenance Coordinator II / 60091114 / 00000055)

Overview To Do List (32) Assignments Assignment Groups

8. The list is imported, and we are ready to enter time. Click **“Enter Records.”**

My Timesheet

Jimmy M Moyette III
(Facilities Maintenance Coordinator II / 60091114 / 00000055)

Overview To Do List (30) Assignments Assignment Groups

Valid assignments within navigation period (from 07/11/2021 to 09/12/2021) are currently available for selection.

Weekly Recorded/Target: 0 / 70

Recorded / Target Assignment Entered Draft Status

Sunday, August 8, 2021

0.00 / 10.00 0.00 hours

Attributes:

9. Click the drop-down in the Select Assignment field to select an Attendance/Absence type. Select **“9500 Time Worked.”**

My Timesheet

Jimmy M Moyette III

Overview To Do List (30) Assignments Assignment Groups

Weekly Recorded/Target: 0 / 70

Recorded / Target Assignment Info Entered Draft Status

0.00 / 10.00 Select Assignment 0.00 + Hours

Attributes:

Monday, August 9, 2021

0.00 / 10.00 Select Assignment 0.00 + Hours

Attributes:

Tuesday, August 10, 2021

0.00 / 10.00 9400 LWOP/Time Not Worked 0.00 + Hours

Attributes:

Wednesday, August 11, 2021

0.00 / 10.00 9511 Remote Callback 0.00 + Hours

Attributes:

Thursday, August 12, 2021

0.00 / 10.00 9514 Work during Emerg Closing 0.00 + Hours

Attributes:

Friday, August 13, 2021

0.00 / 10.00 9517 On-Call 0.00 + Hours

Attributes:

9518 CDE 1.25 Worked

9519 CDE 1.20 Worked

10. Enter time worked by manually entering the hours or clicking “+” or “-” buttons.

My Timesheet

Jimmy M Moyette III

Overview To Do List (30) Assignments Assignment Groups

Weekly Recorded/Target 0 / 70

| Recorded / Target | Assignment | Info | Entered | Draft | Status |
|----------------------------|-------------------|------|---------|-------|--------|
| 0.00 / 10.00 | Select Assignment | | 0.00 | | |
| Attributes: | | | | | |
| Monday, August 9, 2021 | | | | | |
| 0.00 / 10.00 | 9500 Time Worked | | 0.00 | | |
| Attributes: 9500 | | | | | |
| Tuesday, August 10, 2021 | | | | | |
| 0.00 / 10.00 | Select Assignment | | 0.00 | | |
| Attributes: | | | | | |
| Wednesday, August 11, 2021 | | | | | |

11. Enter time worked by manually entering the hours or clicking the “+” or “-” buttons. Notice the weekly Recorded/Target bar is dynamic as you add or subtract the hours.

My Timesheet

Jimmy M Moyette III

Overview To Do List (30) Assignments Assignment Groups

Weekly Recorded/Target 9 / 70

| Recorded / Target | Assignment | Info | Entered |
|--------------------------|-------------------|------|---------|
| 0.00 / 10.00 | Select Assignment | | 0.00 |
| Attributes: | | | |
| Monday, August 9, 2021 | | | |
| 9.00 / 10.00 | 9500 Time Worked | | 9.00 |
| Attributes: 9500 | | | |
| Tuesday, August 10, 2021 | | | |

12. Notice the attributes. This is helpful to the manager who will see these when approving time.

My Timesheet

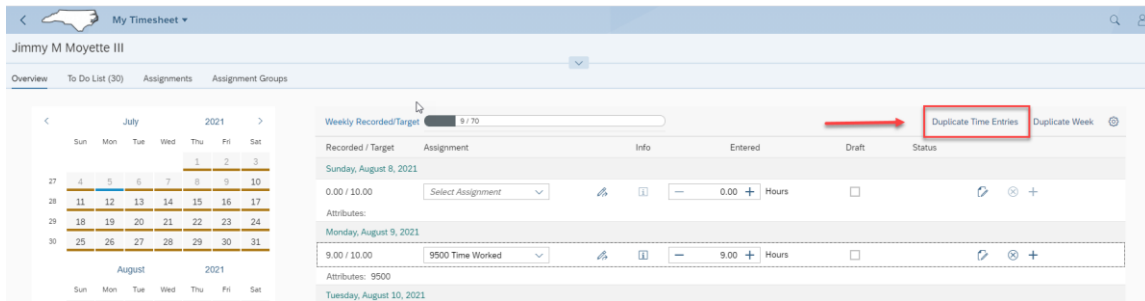
Jimmy M Moyette III

Overview To Do List (30) Assignments Assignment Groups

Weekly Recorded/Target 9 / 70

| Recorded / Target | Assignment | Info | Entered |
|------------------------|-------------------|------|---------|
| Sunday, August 8, 2021 | | | |
| 0.00 / 10.00 | Select Assignment | | 0.00 |
| Attributes: | | | |
| Monday, August 9, 2021 | | | |
| 9.00 / 10.00 | 9500 Time Worked | | 9.00 |
| Attributes: 9500 | | | |

13. Click “Duplicate Time Entries” to quickly enter time.



14. This feature can be used when the objective is to record target hours for the week. **This is a 2-step process. In Step 1 you will need to select the time entries to be duplicated. In Sept 2 you will select the dates from the calendar to duplicate the selected time from Step 1 to.** “Step 1: Click Monday, August 9, 2021” as the entry to be duplicated. Step 2: Then select from the calendar the 10th, 11th, 12th and 13th. The dates from the calendar will be highlighted. Select the Duplicate selection

Step 1: Select time entries to be duplicated

| <input type="checkbox"/> | Date | Assignment | Entered | Status |
|-------------------------------------|----------------------------|------------------|---------|--------|
| <input checked="" type="checkbox"/> | Monday, August 9, 2021 | 9500 Time Worked | 8.00 | |
| <input type="checkbox"/> | Tuesday, August 10, 2021 | | 0.00 | |
| <input type="checkbox"/> | Wednesday, August 11, 2021 | | 0.00 | |
| <input type="checkbox"/> | Thursday, August 12, 2021 | | 0.00 | |
| <input type="checkbox"/> | Friday, August 13, 2021 | | 0.00 | |
| <input type="checkbox"/> | Saturday, August 14, 2021 | | 0.00 | |
| <input type="checkbox"/> | Sunday, August 15, 2021 | | 0.00 | |

Step 2: Select days to duplicate to

| | | August | | | | | 2021 | | | |
|----|-----|--------|-----|-----|-----|-----|------|--|--|--|
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | | | |
| 30 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | | | |
| 31 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | |
| 32 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | |
| 33 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | |
| 34 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |

15. When a change is needed to an entry, as long as the entry has not been approved, the change to the entry can be made by selecting the Select Assignment field and selecting an assignment, or Attendance/Absence Type, from the selection option list.

The screenshot shows the 'My Timesheet' interface for Jimmy M Moyette III. A dropdown menu is open, displaying a list of assignments and attendance types. The menu includes options such as '9000 Approved Leave', '9100 Bonus Leave', '9128 CDE Comp Leave', '9200 Sick Leave', '9238 Parental Lv (8 wks)', '9239 Parental Lv (4 wks)', '9300 Holiday Leave', '9400 LWOP/Time Not Worked', '9500 Time Worked', '9510 Additional Time Worked', '9511 Remote Callback', '9512 Liability Leave Makeup', '9513 CDE 1.50 Worked', '9514 Work during Emerg Closing', '9515 Travel Time 1X', '9516 Callback', '9517 On-Call', and '9518 CDE 1.25 Worked'. The '9500 Time Worked' option is highlighted. The background shows a calendar for July and August 2021, and a table of recorded time entries.

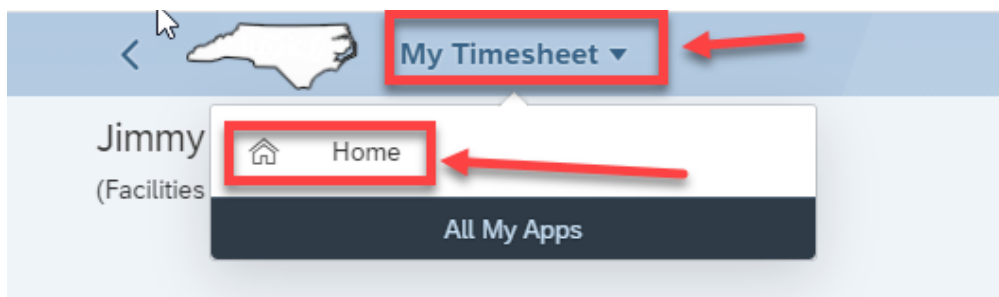
16. Click “+” to add additional hours using a different Att./Abs. type for the same day. When a timesheet is submitted & approved, no more changes can be made If there is a checkmark in “Draft Status” that means they have not been submitted.

The screenshot shows the 'My Timesheet' interface for Jimmy M Moyette III. The 'Draft' status is highlighted with a red box. The table of recorded time entries shows three entries for Wednesday, August 25, 2021, Thursday, August 26, 2021, and Friday, August 27, 2021. Each entry has a 'Draft' checkbox and a '+' button to add additional hours. The '+' button for Friday, August 27, 2021, is highlighted with a red box. The background shows a calendar for July and August 2021, and a table of recorded time entries.

17. Click” Submit.”

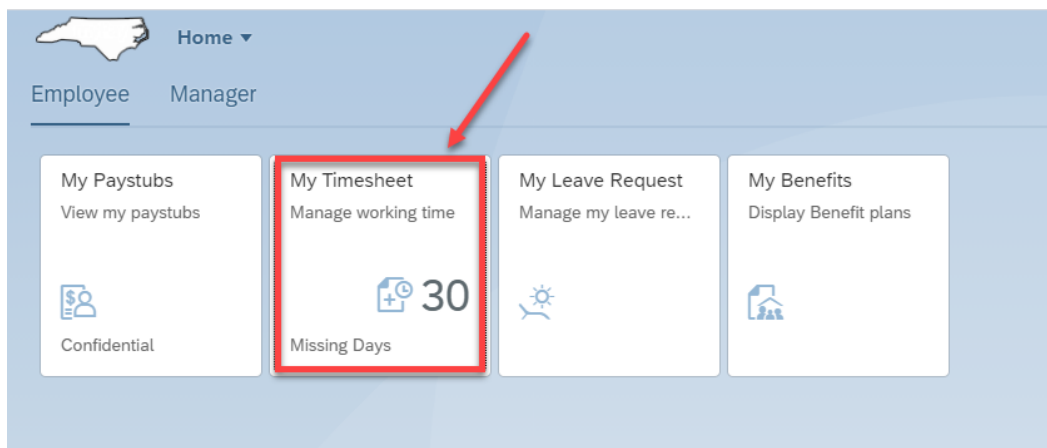
| Recorded / Target | Assignment | Info | Entered | Draft | Status |
|----------------------------|-------------------|------|--------------|--------------------------|---|
| Monday, August 16, 2021 | | | | | |
| 0.00 / 10.00 | Select Assignment | | 0.00 + Hours | <input type="checkbox"/> | Edit Delete Add |
| Attributes: | | | | | |
| Wednesday, August 18, 2021 | | | | | |
| 0.00 / 10.00 | Select Assignment | | 0.00 + Hours | <input type="checkbox"/> | Edit Delete Add |
| Attributes: | | | | | |
| Tuesday, August 24, 2021 | | | | | |
| 0.00 / 10.00 | Select Assignment | | 0.00 + Hours | <input type="checkbox"/> | Edit Delete Add |
| Attributes: | | | | | |

18. Click **“My Timesheet”** to return to the previous screen. Then click **“Home.”**

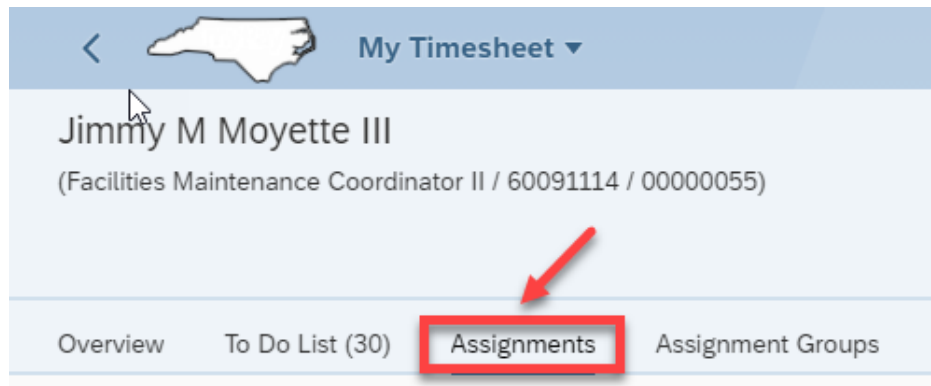


That is a quick overview for entering time for an employee who does not use shift premiums or Charge Object.

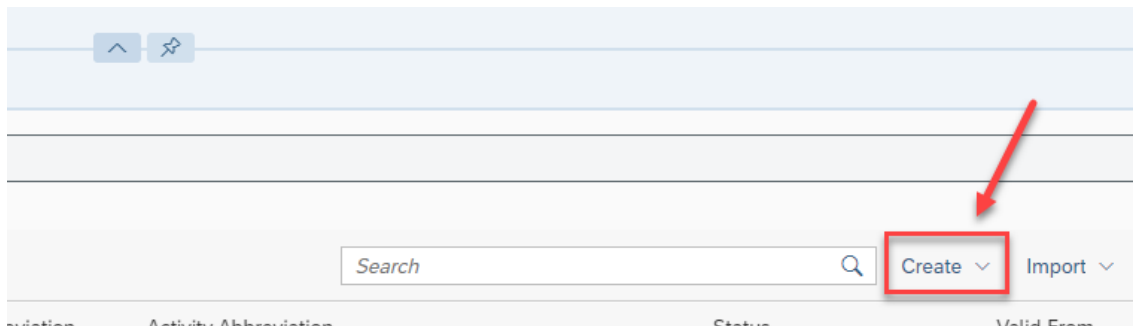
19. Now we are logged in as **“Jimmy.”** Jimmy is an employee who uses **“Shift Premiums and Charge objects.”** Click **“My Timesheet.”**



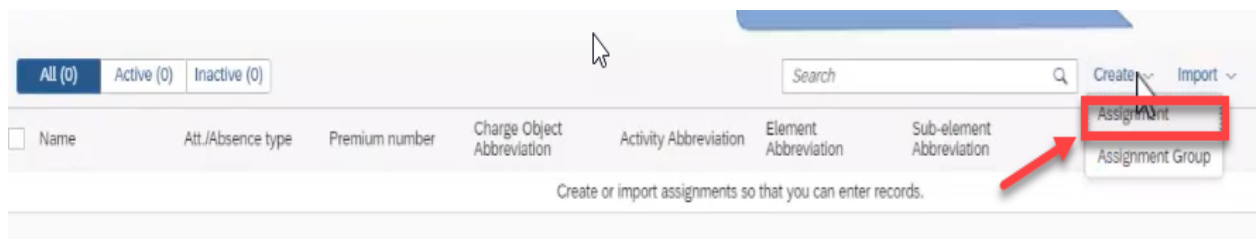
20. Remember, Assignments are like templates and helpful to set up. Click **“Assignments.”**



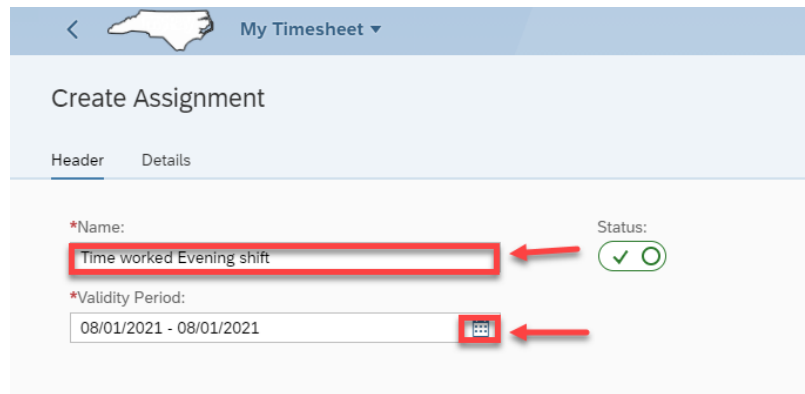
21. Click **“Create”**



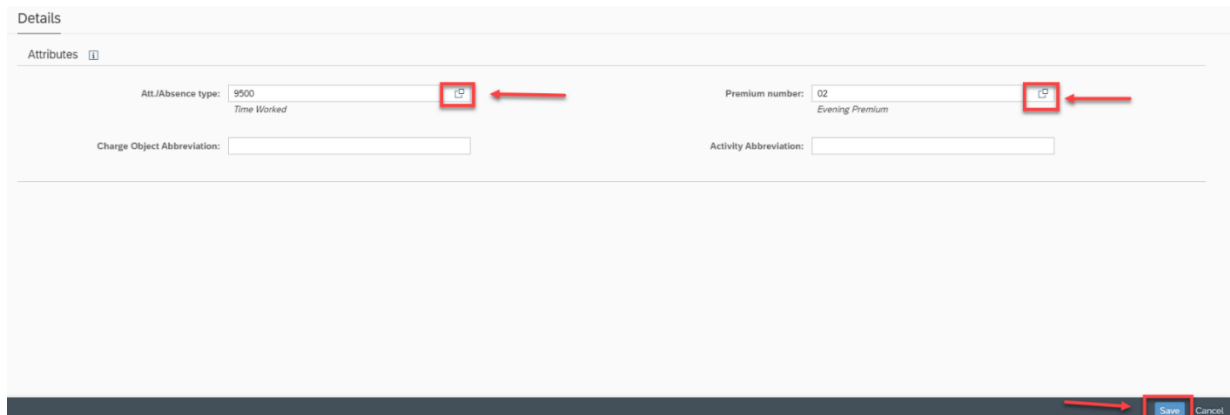
22. Click **“Assignment.”**



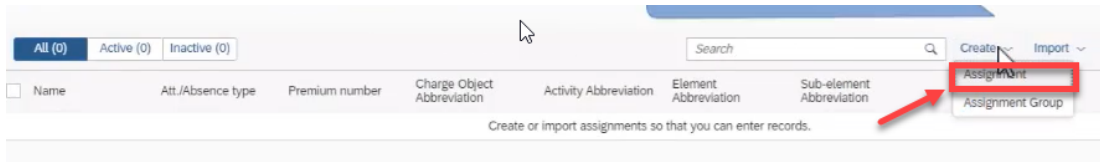
23. Give each assignment we create a descriptive name. Then click on the **“Object Picker”** to select a date range for the validity period.



24. Click the **“Matchcode”** at the Att./Absence type and select 9500. Then at **“Premium number,”** click the match code and select 02, click **“save.”**



25. Click to create “second assignment.”



26. This assignment will be for “Charge Objects.” Click the “Object Picker” to select a date range for the validity period.

27. Click the “matchcode” at Att./Absence type and select 9500 and at the “Charge Object Abbreviation.” We will enter a description in the Charge Object Abbreviation field and the Activity Abbreviation field. Click “save.”

28. Create one more assignment. Click **“Create”** then click **“Assignment.”**



29. This assignment will be named **“Approved Leave.”** Then select the date range for the **“Validity Period.”**

30. Click the **“matchcode”** at Att./Absence type and select 9000 for **“Approved Leave,”** and then click **“save.”**

31. There are now three different assignment we can assign to a group. To create an Assignment Group, click **“create”** and click **“Assignment Group.”**

All (3)Active (3)Inactive (0)

Search

CreateImport

| Name | Att./Absence type | Premium number | Charge Object Abbreviation | Activity Abbreviation | Element Abbreviation | Sub-element Abbreviation | Assignment Group |
|------|-------------------|----------------|----------------------------|-----------------------|----------------------|--------------------------|------------------|
|------|-------------------|----------------|----------------------------|-----------------------|----------------------|--------------------------|------------------|

32. Add a Name to the assignment in the Name field. To add all three assignments, click **“add to the Group.”**

*Name:

Fiori Project

Assignments in the Group

| Name | Status |
|------|--------|
| | |

Assignments in the Group

| Name | Status | Valid From | Valid To | |
|------|--------|------------|----------|---|
| | | | | <div> <div></div> <div></div> </div> Add to Group |

33. Click each assignment to select for the new group. Then click **“Select.”**

Selected: 3

| <input checked="" type="checkbox"/> | Name | Status | Valid From | Valid To |
|-------------------------------------|--------------------------|--------|--------------|--------------|
| <input checked="" type="checkbox"/> | Approved Leave | Active | 01 Mar, 2021 | 31 Dec, 2021 |
| <input checked="" type="checkbox"/> | Time Worked - Charge Obj | Active | 01 Mar, 2021 | 31 Dec, 2021 |
| <input checked="" type="checkbox"/> | Time Worked - Eve Shift | Active | 01 Mar, 2021 | 31 Dec, 2021 |

34. So now there is one Assignment Group with these three assignments. Click **“Save.”**

*Name:

Fiori Project - New

Assignments in the Group

| Name | Status | Valid From | Valid To | |
|--------------------------|--------|-----------------------|---------------------------|--------|
| Approved Leave | Active | Monday, March 1, 2021 | Friday, December 31, 2021 | Remove |
| Time Worked - Charge Obj | Active | Monday, March 1, 2021 | Friday, December 31, 2021 | Remove |
| Time Worked - Eve Shift | Active | Monday, March 1, 2021 | Friday, December 31, 2021 | Remove |

35. Click **“Overview”** and we will look at the new template we have created.

Overview

36. From overview, click **“Enter Records.”**

37. Now when you enter records, you can select Att./Absence types independently (Approved Leave, Time Worked-Charge Obj, Time Worked- Eve Shift) or as a Group (Fiori Project-New).

38. For this day, we will select the new **“Assignment Group.”**

39. When the new assignment group (Fiori Project-New) is selected, the three assignments are listed on a single day. Now you are able to add the appropriate hours for the Att./Abs. types. The use of an assignment group allows an employee to divide their time against shift premium and Charge Objects as needed.

Tony R Johnson

Overview To Do List (21) Assignments Assignment Groups

Weekly Recorded/Target 8 / 40 Duplicate Time Entries Duplicate Week

| Recorded / Target | Assignment | Info | Entered | Draft | Status |
|--|--------------------------|------|---------|-------|--------|
| Monday, August 23, 2021 | | | | | |
| 0.00 / 8.00 | Select Assignment | | 0.00 | Hours | |
| Attributes: | | | | | |
| Tuesday, August 24, 2021 | | | | | |
| 8.00 / 8.00 | Approved Leave | | 2.00 | Hours | |
| Attributes: 9000 | | | | | |
| 8.00 / 8.00 | Time Worked - Charge ... | | 3.00 | Hours | |
| Attributes: 9500, PRD Support, Reporting, Meetings | | | | | |
| 8.00 / 8.00 | Time Worked - Eve Shift | | 3.00 | Hours | |
| Attributes: 9500, 02 | | | | | |
| Wednesday, August 25, 2021 | | | | | |
| 0.00 / 8.00 | Select Assignment | | 0.00 | Hours | |

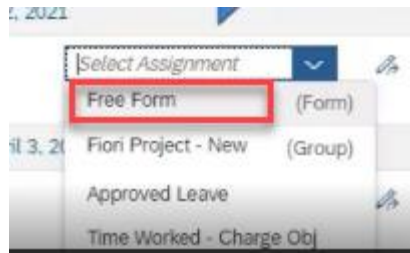
40. Click **“Submit.”**

41. Now let’s demonstrate how to enter an Att./Abs. type independently of an assignment or group. Click **“Enter Records.”**

Enter Records

Status

42. We will add one Free Form entry. Click **“Free Form.”**



43. Enter the number of hours under “**Entry Field**” section. Then click “**matchcode**” to select an Att./Absence. Click OK.

Free Form Import from Workli

Selected Dates

| Selected Dates | Recorded/Target |
|----------------|-----------------|
| 04/03/2021 | 0.00 / 0.00 |

Entry Fields ⌵

Entered: 0.00

Comments: ✎

Draft: ☐

Attributes ⌵

Att./Absence type: 🔍

Premium number: 🔍

Charge Object Abbreviation:

44. When the free form entry is selected, notice the “**Attributes.**” This information is helpful to your manager when approving leave.

Friday, April 2, 2021

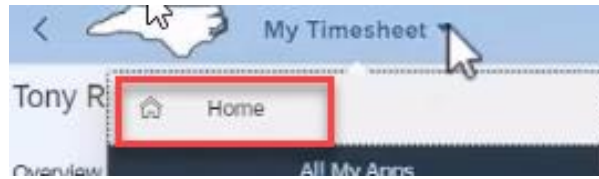
8.00 / 8.00 Free Form ✎ i - 8.00 + Hours ☐

Attributes: Holiday Leave

Saturday, April 3, 2021

45. Click “**Submit.**”

46. Click **“My Timesheet”** to go to the previous screen and click **“Home.”**



Change Record

- 8/18/21 – Initial creation – Mayuri Surati